

**caBIG**cancer Biomedical
Informatics Grid

caBIG Strategic Planning Working Group
Teleconference
June 7, 2004

Agenda	
1. Administrative Items	
2. Review of Open Action Items	Chalk Dawson
3. Strategic Plan Subcommittee Recommendations Feedback (including responses for WS/WG)	Bob Beck
4. Tissue Bank and Pathology Tools WS Overview	David Fenstermacher
5. Next Meeting Date	

Attendees

Name	Organization	E-mail Address
Ken Buetow	National Cancer Institute	buetowk@mail.nih.gov
Chalk Dawson	Booz Allen Hamilton	dawson_chalk@bah.com
Leslie Derr	National Cancer Institute	derrl@mail.nih.gov
Bob Robbins	Fred Hutchinson	rrobbins@fhcrc.org
Kim Johnson	Duke University	kim.johnson@duke.edu
Jessica Bondy	University of Colorado	jessica.bondy@uchsc.edu
Michael Ochs	Fox Chase	michael.ochs@fccc.edu
Bob Beck	Fox Chase	robert.beck@fccc.edu
Theo Wills	Booz Allen Hamilton	wills_theo@bah.com
David Tuck	Yale	david.tuck@yale.edu
Joyce Niland	City of Hope	jniland@coh.org
Mike Becich	University of Pittsburgh Cancer Institute	becich@pitt.edu
Frank Manion	Fox Chase	fj_manion@fccc.edu
Terry Braun	University of Iowa - Holden	tabraun@eng.uiowa.edu
Judith May	International Waldenstroms Macroglobulinemia Foundation	judith.may@verizon.net

The following summarizes the discussion that took place during this meeting:

Administrative Items:

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- Notes from the May 24, 2004 meeting were approved.
- The July 5th meeting is cancelled.
- Meeting reminders will be sent the Friday prior to each meeting date.

Review of Open Action Items

- Open Action Items were reviewed and updated. (See Action Items table at end of this document.)
- Ken Buetow stressed the importance of MAC user accessibility for any collaborative tool selected and adherence to the caBIG principles of open access and open source.
- The ongoing responsibility of exploration of collaborative tools will be transferred to the Training SLWG. Booz Allen and NCI will obtain periodic progress updates from the Training SLWG.

External Relationship Information Form

- The External Relationship Information Form was provided to the group for review. The form will be used to capture WS/WG contacts with external groups.

Strategic Plan Subcommittee Recommendations Feedback - Bob Beck

- Booz Allen will require all WS/WGs to submit formal feedback within four weeks.
- Chalk Dawson gave a brief overview of progress related to the Strategic Plan recommendations.
 - Architecture WS developing compatibility document
 - Vocabularies and Common Data Elements WS working on mechanism for managing common data elements
 - In general, all Workspaces are developing use cases leading to functional specifications
 - Object models will take longer to develop
 - The principle of rapid prototyping will be strengthened through statements of work.
- Booz Allen will create a form similar to the External Relationship Information Form for WS/WGs to submit 'gotchas'. The completed form would be sent to all WS/WGs potentially impacted.
- Ken will continue to share higher level concerns during the Strategic Planning WG meetings.
- A Risk Management Matrix template will be sent to the group for consideration as a 'gotcha' logging and tracking mechanism.

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Tissue Bank and Pathology Tools WS Overview - David Fenstermacher

- David Fenstermacher was unable to attend this meeting. The TBPT update will be tabled until the next meeting.

Formal Invitations to Commercial Vendors to Participate in caBIG

- caBIG will continue to hold open meetings. Currently involved commercial vendors may continue to participate, however it is too early in the life of the project to formally invite participation. At a minimum a solid architecture document is needed.

Interaction with Cooperative Groups

- Currently active groups may continue to participate, but it is premature to actively recruit additional participants.

Protocol for Submitting Journal Articles on caBIG

- This topic will be discussed at the next meeting.

Next Meeting's Agenda Items

The next teleconference will be held June 21, 2004 - 12:30-1:30 (ET)

1. Review of Open Action Items	Chalk Dawson
2. Protocol for submitting journal articles on caBIG	Ken Buetow
3. Tissue Bank and Pathology Tools WS Overview	David Fenstermacher

Item ID	Action Item	Assigned to	Due Date
20040510-01	Draft Centra pilot Fact Sheet.	Ken Buetow	<i>Transfer responsibility to Training SLWG. Closed</i>
20040510-02	Draft Internet2 pilot Fact Sheet.	Tom Casavant	<i>Transfer responsibility to Training</i>

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			<i>SLWG</i>
20040524-01	Provide Strategic Plan Subcommittee recommendations to NCI and WS/WGs for comment and action.	Chalk Dawson	Closed
20040607-01	Notify the Training SLWG of transfer of collaborative tools responsibility and set follow-up timeframe.	Chalk Dawson	6/11/2004
20040607-02	Request WS/WGs submit formal feedback on Strategic Plan recommendations by July 1	Chalk Dawson	7/19/2004
20040607-03	Draft 'gotcha' collection form	Theo Wills	6/21/2004
20040607-04	Distribute Risk Management Matrix to WG for comment.	Theo Wills	6/11/2004